



Occupational Health and Safety  
Orientation Manual

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## Introduction

In 1996, Nova Scotia introduced a revised Occupational Health and Safety which governs all workplaces in Nova Scotia including Universities.

As a result, StFX University's Safety Policy and Program was designed in accordance with the Nova Scotia Occupational Health and Safety Act, Regulations and Codes of Practice made pursuant to the Act.

The intent of the University's Occupational Health and Safety Program and this orientation manual is to help educate new and existing employees in how to create, support and contribute to a healthy and safe working environment.

### Objectives of this OH&S Orientation Manual:

1. To help new employees understand the rights, responsibilities and duties of everyone who works at StFX University under the Nova Scotia Occupational Health and Safety Act.
2. To outline the University's policy and commitment to occupational health and safety.
3. To provide an overview of the Occupational Health and Safety policies and procedures and the role of the Joint Occupational Health and Safety Committee.

### St. FX University's Health and Safety Commitment

StFX University works to ensure that everyone on Campus is protected by appropriate standards of safety and that environmental concerns are adequately addressed. Furthermore, StFX should be a role model for students and the public in the establishment and maintenance of safe and healthy conditions. From a legal perspective, the University must, of course, comply with all federal and provincial health and safety laws.

With these considerations in mind, and in an attempt to educate the StFX community on the need for the highest possible standards of safety, the following University policy has been developed:

### St. FX's Occupational Health and Safety Policy

StFX University is dedicated to the provision of a safe and healthy work and learning environment, and, to this end, expects all faculty, staff, students, and visitors to comply with the laws and statutes that have been enacted by federal and provincial governments concerning occupational health and safety. Further, it is expected that appropriate standards of safety will be followed in any circumstance. All faculty, staff, students and visitors are responsible for following all procedures, working safely, and wherever possible, improving safety measures. Also, they are equally responsible and accountable for their own well being as well as that of their colleagues.

## **Occupational Health and Safety Policies and Procedures**

Our Joint Occupational Health & Safety Committee is composed of representatives from the Employee Unions, Non-union group, University appointees, a student representative, and the Occupational Health and Safety Officer. The Committee meets monthly with the expressed objective of promoting, developing, implementing, and enforcing occupational health and safety for St Francis Xavier University as it relates to safety and accident prevention. Together, with other workplace parties, they make sure that:

- Hazards are identified
- Health and safety requirements are complied with by the University community
- Health and safety matters or complaints arising in the workplace that are brought to the attention of the Occupational Health & Safety Committee are dealt with promptly
- Regular inspections take place and observations and concerns are recorded and addressed
- Policies or programs needed to be in compliance with the Act are reviewed in consultation with the Occupational Health & Safety Committee
- Records and minutes of Occupational Health & Safety Committee meetings are kept.

## **Internal Responsibility System**

Health and safety is everyone's responsibility. Employees at all levels of the organization are responsible and accountable to work safely at all times, to identify and report hazards, to take whatever measures, necessary and reasonable in the circumstances, to protect and promote health and safety.

- Each department is responsible for implementing and complying with this policy in all areas of departmental operations. Each level of departmental management is responsible for the provision of a safe and healthy working environment for the employees in the department and the achievement of the objectives of this policy.
- Departmental managers are responsible for ensuring that the workplace is safe and healthy, that employees are advised of actual or potential hazards, and are instructed in and follow safe work procedures.
- Active employee participation, involvement and full cooperation with those exercising responsibilities in health and safety are key ingredients in an effective health and safety program.

What is expected of you as an employee in regards to health and safety?

**Adhere** to St. Francis Xavier University's Safety Policy and all other management policies and directives on health and safe job performances to ensure compliance with the Nova Scotia Occupational Health and Safety Act, Regulations and Codes of Practice. work in accordance with the Nova Scotia Occupational Health and Safety Act, Regulations and Codes of Practice. Examples;

1. Take reasonable precautions to ensure the health and safety for yourself and any other person in the workplace
2. Follow the instructions and safety procedures of your employer (participate in training);
3. Ensure personal protective equipment is worn when required;

**Ensure** work activity and behaviors do not place their own health and safety or the health and safety of others at risk.

**Report** all work site hazards and health and safety concerns to the immediate supervisor/ manager/chair, site occupational health and safety committee, or Joint Occupational Health and Safety Committee for resolution.

**Many** injuries and incidents can be prevented but in spite of our best efforts some do and will happen. Reporting of these is important so corrective action may be taken to prevent further injuries to you or someone else. For St Francis Xavier University there is an Injury/Incident Report Form which should be used to report all such occurrences which might have or have resulted in a personal injury to faculty, staff, students, or guests. These forms are available on the OH&S website entitled Accident Investigation Report Section 6.7.A

**Follow** established safe work procedures, wear personal protective equipment as required and as instructed, and use machinery, equipment, and materials only as authorized and as trained.

**Participate**, wherever possible, in defining safe job procedures and in opportunities to protect and promote health and safety on the job.

**Cooperate** with fellow employees, site occupational health and safety committees, Joint Occupational Health and Safety Committee, and any other person performing a duty under the Nova Scotia Occupational Health and Safety Act and Regulations in promoting a safe and healthy workplace.

## Employee's Rights

All Employees are guaranteed three basic rights under the Nova Scotia Occupational Health and Safety Act. They are:

### The Right to Know

- Every employee has the right to know what hazards and potential hazards exist in the workplace and how to protect themselves from these hazards.
- Information regarding the Safety Policy and Program must be made available to all employees. (Release of Information Section 6.3)

### The Right to Participate

- Every worker has the right to participate in decisions and meeting that affect their health and safety in the workplace.
- Employees can exercise their right to participate by participating in:
  - Work site safety/toolbox meetings.
  - Site Occupational Health & Safety Committee meetings.
  - As a member of a Joint Occupational Health & Safety Committee.

The primary purpose of the right to participate is to involve workers and management in the exchange of health and safety information.

### The Right to Refuse

- Every employee has the right to refuse to do work when there is reasonable grounds for believing that the act is likely to endanger that worker or the health and safety of any other person.

## Emergency Procedures

### First Aid Training with CPR

The University, in cooperation with the Occupational Health and Safety Officer, provided a network of First Aid and CPR trained personnel in each building on campus. This training is provided twice a year and/or as required by a department.

In addition First Aid and CPR training is provided at the Keating Millennium Center's Fitness Centre on weekends. This training is open to everyone and normally is offered twice a month during the academic year.

If you require medical assistance **Call 911**, in addition have a co-worker/friend/student call Security, at 3981 to assist you. Security is able to be in communication with both parties and will assist the paramedics to your exact location.

## Fire Awareness on Campus

Knowing what to do prior to a fire alarm can save your life.

Each building within the University presents its own identity so take a moment to note the location of the two closest fire exits to your work area and the pull alarm stations. Don't wait until there's an emergency to start searching.

In the event of a fire alarm, take action; always take a fire alarm seriously.

- When you hear a fire alarm, stop whatever you are doing and leave the building immediately--use the stairwells--not the elevator.
- Assist any person in immediate danger to safety, if it can be accomplished without risk to yourself.
- If you are a mobility-impaired person on an upper floor, proceed to the stairwell landing on your floor and if possible instruct someone to notify emergency response personnel of your location.

In the event of smoke and/or fire:

- Immediately activate the building's fire alarm system by locating the nearest pull alarm station, which is normally located on each floor.
- Call 9-1-1 from a safe area. Stay on the line to give exact location then leave the building immediately.
- If the fire is small enough, use a nearby fire extinguisher to extinguish the fire.

Your first line of defense against small fires is a portable fire extinguisher.

### Limitations

- Portable fire extinguishers have limited applications against small fires. When used properly, an extinguisher can save lives and property by putting out a small fire or containing it until firefighters arrive.
- **Fire extinguishers only have discharge duration of 10-20 seconds.**

Fire extinguishers do not replace the need to call 9-1-1, no matter how small.

When should I use my extinguisher to fight a fire?

Only fight a fire if:

- the fire is small and not spreading
- occupants have been alerted
- everyone has left or is leaving the building
- 9-1-1 has been called
- you have a clear escape route that won't be blocked by fire

## Warning!

Be certain that you use the correct type of extinguisher for the fire you are fighting. If you use the wrong type of extinguisher, you can endanger yourself and even make the fire worse.

Numbers are also used with letters for extinguishers labeled for class A and B fires. The larger the number, the larger the fire the extinguisher can put out. Extinguishers rated ABC Multipurpose provide the required protection for all of the above types of fire.

## Extinguisher Classes



### Class A

Class A extinguishers put out ordinary combustible fires such as furniture, waste paper baskets, fireplaces, etc



### Class B

Class B extinguishers put out flammable liquid fires such as grease on a stovetop, gasoline etc



### Class C

Class C extinguishers put out fires involving energized electrical equipment. The extinguisher is designed to prevent an electrical current traveling from the fire to the user.



### Class D

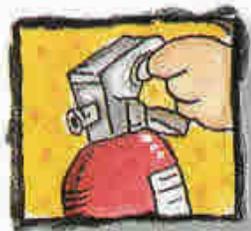
Class D extinguishers put out fires involving combustible metals such as magnesium. A Class D extinguisher can only be used on metal fires.

**Remember "P-A-S-S" when fighting a fire.**

(Pull, Aim, Squeeze, and Sweep)

- **PULL** out the locking pin, breaking the seal. Some extinguishers may use a different release device. Please refer to your operator's manual.
- **AIM** the nozzle horn (or hose) at the base of the fire about 3 metres (10 feet) from the fire.
- **SQUEEZE** the trigger handle all the way, releasing the extinguishing agent.
- **SWEEP** the material discharged by the extinguisher from side to side, moving front to back, across the base of the fire until it appears to be out. Keep your eyes on fire area. Repeat the process if the fire starts up again. Never turn your back on a fire even if you think it is out.

**P** Pull the pin



**A** Aim at the base of the fire



**S** Squeeze the handle



**S** Sweep the base of the flames



## ACADEMIC BUILDING PRE-ASSIGNED EVACUATION

| Building   | Localized Evacuation  | Mass Evacuation             | Alternate Safe Area        |
|--|---|-----------------------------|----------------------------|
| Augustine Hall   | Confusion Square  | University Auditorium       | Keating Centre             |
| Aquinas  | Confusion Square  | University Auditorium       | Keating Centre             |
| Xavier Hall  | Confusion Square  | University Auditorium       | Keating Centre             |
| MacNeil Engineering Hall                                   | Green area facing Confusion Square  | University Auditorium       | Keating Centre             |
| Science Hall   | Green Space facing Confusion Square   | University Auditorium       | Keating Centre             |
| Angus L. Macdonald Library                                 | Walkway area main entrance to the Library   | University Auditorium       | Keating Centre             |
| Mt. St. Bernard Academic Depts.                            | Garden area surrounded by Gilmora/Marguerite and Camden   | Bloomfield Centre           | Keating Centre             |
| Nicholson Hall Classroom section                           | Walkway area in front of Library <b>Also</b><br>Walkway area outside NH main foyer between classroom/tower  | Morrison Hall               | Keating Centre             |
| Nicholson Tower  | Walkway area outside NH main foyer between classroom and tower  | Morrison Hall               | Keating Centre             |
| Annex  | Walkway area outside NH main foyer between classroom and tower  | Bloomfield Centre           | Keating Centre             |
| Bloomfield Centre  | Gravel parking lot/green space area on the fringe of football field   | St.FX Chapel                | Keating Centre             |
| Coady MacDonald  | Green space between Coady MacDonald and Coady MacNeil   | St.FX Chapel                | Keating Centre             |
| Oland Centre   | Walkway area in front of main entrance to Keating Millennium Centre   | University Auditorium       | Keating Centre             |
| Keating Millennium Centre                                  | Walkway area in front of main entrance to Oland Centre  | University Auditorium       | Keating Centre             |
| Human Kinetics, Old Municipal Bld                          | Green space facing West Street  | St.FX Chapel                | Keating Centre             |
| University Chapel and Auditorium                           | Green space in front of Plessis/Fraser Residences   | Morrison Hall               | Keating Centre             |
| MacKinnon Hall Business Office                             | Green space facing Morrison   | University Auditorium       | Keating Centre             |
| Bauer Theatre  | Deck area   | University Auditorium       | Keating Centre             |
| Physical Plant   | Green space facing MacKinnon Hall   | University Auditorium       | Keating Centre             |
| Morrison Dining Hall & Office area<br>Wellspring/TSG other | Confusion Square or walkway area in front of Morrison.<br>Green space/walkway area outside of side entrance | University Auditorium       | Keating Centre             |
| President's Office   | Green space/area outside of President's Main entrance   | Crisis Centre, Oland Centre | Crisis Centre, MacKay Room |
| Fine Arts Building   | Green space facing West Street  | University Auditorium       | Keating Centre             |
| Somers Place   | Green space facing West Street  | University Auditorium       | Keating Centre             |
| Physical Science Building                                  | Oland Stadium   | University Auditorium       | Keating Centre             |

**RESIDENCE PRE-ASSIGNED EVACUATION**

| <b>Building</b>        | <b>Localized Evacuation</b>                | <b>Mass Evacuation</b> | <b>Alternate Safe Area</b> |
|------------------------|--|------------------------|----------------------------|
| Cameron Hall           | Open area North of Building                | University Auditorium  | Keating Centre             |
| MacKinnon Hall         | Parking area South of building             | University Auditorium  | Keating Centre             |
| Bishop Hall            | Open area North of Building                | University Auditorium  | Keating Centre             |
| Maclsaac Hall          | Open area North of Building                | Bloomfield Centre      | Keating Centre             |
| Lane Hall              | Parking area West of Building              | Bloomfield Centre      | Keating Centre             |
| Mount St. Bernard      | Parking area across of St. Ninian's church | Bloomfield Centre      | Keating Centre             |
| Somers Hall            | Parking area facing Oland Centre           | Morrison Hall          | Keating Centre             |
| Power Hall             | Parking area facing Oland Centre           | Morrison Hall          | Keating Centre             |
| West Street Apartments | Parking area facing West Street            | Morrison Hall          | Keating Centre             |
| International House    | Parking area by old municipal area         | Morrison Hall          | Keating Centre             |
| Abelard House          | Lawn area facing West Street               | Morrison Hall          | Keating Centre             |
| Mockler Hall           | Lawn space facing St. FX Chapel            | Morrison Hall          | Keating Centre             |
| Coady MacNeil          | Lawn space facing Keating Centre           | Bloomfield Centre      | Keating Centre             |
| Governors Hall         | Lawn space facing Keating Centre           | Bloomfield Centre      | Keating Centre             |

## Workplace Hazardous Material Information System (WHMIS)

WHMIS is a Canada wide information system, designed to protect all employees and provide information about hazardous materials used in the workplace. Employees should understand the significance of information on labels and MSDS (Material Safety Data Sheets). WHMIS training and workplace specific training will be provided by departments when required.

Hazardous Product Act - Hazard Classification System;



Class A – Compressed Gas



Class B – Flammable and Combustible Materials

Division 1 Flammable gas

Division 2 Flammable liquid

Division 3 Combustible liquid

Division 4 Flammable solid

Division 5 Flammable aerosol

Division 6 Reactive flammable material



Class C – Oxidizing Materials

Class D – Poisonous and Infectious Materials



Division 1 Materials Causing Immediate and Severe Toxic Effects

Subdivision A Very Toxic Materials

Subdivision B Toxic Materials



Division 2 Materials Causing Other Toxic Effects

Subdivision A Very Toxic Materials

Subdivision B Toxic Materials



Division 3 Biohazardous Infectious Materials

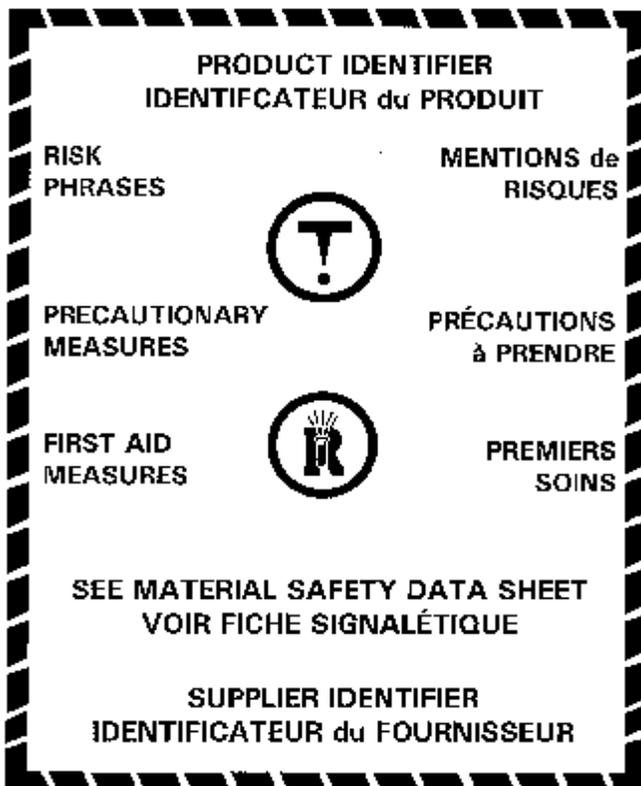


Class E – Corrosive Materials



Class F – Dangerously Reactive Materials

Manufactures WHMIS Label



How to get more Information

For more information about occupational health and safety, please call 867-5038 or contact any member of the Joint Occupational Health and Committee.

Check our website at <http://www.stfx.ca/campus/admin/health-safety/>

## EMERGENCY TELEPHONE NUMBERS

### **ON – Campus**

|  |  |
|--|--|
| Main Switch Board (8am till 4:30pm)            | 0  |
| Duty Phone (Sept to April 4:30pm till 8am)     | 0  |
| Security                                       | 3981   |
| Human Resources                                | 2466   |
| Occupational Health and safety Officer         | 5038   |
| Facilities Management<br>To report work orders | 2289<br>2149 or <a href="mailto:FM@stfx.ca">FM@stfx.ca</a> |

### **OFF- Campus**

|                                     |                    |
|-------------------------------------|--------------------|
| Ambulance                           | 911 or (8)911      |
| Fire Department                     | 911 or (8)911      |
| R.C.M.P.                            | 911 or (8)911      |
| Poison Control/Information          | (8) 1-800-565-8161 |
| St. Martha's Hospital (switchboard) | (8) 863-2830       |